

RECREATION SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, oversees and coordinates the operations and services of assigned community recreation programs including sports, aquatics, youth, seniors, instructional classes, or recreation programs, events, and activities; assesses needs, plans, implements, supervises and evaluates program instructors and other program staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan and organize assigned recreation activities in the areas of sports, aquatics, youth, seniors, instructional classes, or recreation programs, events, and activities.
2. Recruit, train, schedule, and supervise a variety of personnel and volunteers.
3. Develop new programs and activities by researching trends, community requests, and evaluating community needs.
4. Promote Recreation Department programs; prepare class and schedule information and market it using brochures, the department website, or other materials and methods; assist in developing and implementing a comprehensive and consistent marketing plan for department offerings.
5. Observe and monitor the quality of programs, events, and classes.
6. Prepare and control equipment inventory and stock deliveries.
7. Order, inspect, and maintain recreation equipment and materials.
8. Develop and administer programs budgets and monitor expenses; provide input in the preparation of the department budget.
9. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
10. Process contractor and vendor payments.
11. Oversee and schedule usage of assigned facilities; provide information and assistance to users of facilities; explain policies, rules and regulations of facility use; monitor and inspect assigned facilities after use; schedule maintenance and secure facilities.
12. Collect and account for program fees and registration; maintain appropriate financial records and prepare state and federally mandated reports.
13. Respond to requests and inquiries from the general public; provide information regarding assigned recreational program area; analyze customer inquiries and determine steps necessary to resolve issues.

14. Secure funding to maintain quality programs or events by applying for grants, securing corporate sponsors, or other fundraising efforts.
15. May coordinate, schedule, and staff concessions, including maintaining vendor relations and ordering stock.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic operations, services and activities of the recreation program to which assigned.
- Methods and techniques of planning, organizing, implementing, and coordinating assigned recreation program, activity, or class.
- Basic principles of municipal budget preparation and control.
- Basic principles of supervision, training, and performance evaluation.
- Principles and practices of recreation program development and implementation.
- Methods and techniques of special events planning and coordination.
- Principles and practices of coordinating, maintaining and scheduling facilities.
- Marketing theories, principles and practices and their application to the assigned recreation program.
- Program content for specialized community activities.
- Techniques used in public relations and customer service practices.
- Rules and equipment used in assigned recreation program area.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Basic principles and practices of fiscal, statistical, and administrative research and report preparation.
- Appropriate safety precautions and procedures within the area of assignment.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Coordinate and direct assigned recreation programs.
- Assist in the coordination and promotion of City sponsored events.
- Develop, coordinate, organize, and conduct assigned recreation programs, activities, events, or classes in assigned area.
- Recruit, select, train, and evaluate a variety of personnel and volunteers.
- Understand community needs in recreational areas and evaluate activities according to those needs.
- Recommend and implement goals and objectives for providing assigned recreation services.
- Elicit community and organizational support for assigned recreation programs.
- Interpret and explain City policies and procedures.
- Allocate limited resources in a cost effective manner.
- Respond to requests and inquiries from the general public.
- Prepare and administer assigned program budgets.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain program related records, statistics, and documents.
- Prepare clear and concise schedules and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, public administration, or a related field.

Experience:

Two years of increasingly responsible technical and supervisory experience in recreation program coordination.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within three months of employment, appropriate, valid CPR and First Aid certificates.

Possession of, or ability to obtain within three months of employment, appropriate, valid certification in Lifeguard Training, Lifeguard Instruction, Lifeguard Instructor Trainer, Water Safety Instruction, and Water Safety Instructor Trainer when assigned to water programs or facilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; incumbents may be exposed to inclement weather conditions and may have some contact with chemical agents used in pool maintenance; work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

FLSA: Exempt

August 1996

Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.